

**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB PROFILE AND EVALUATION**

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**SECTION I - Identification**

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**Working Title:**

District Materials Engineering Manager

**Department:**

Transportation

**Class Code Number:** 111916

**Division & Bureau:**

District Engineering

**Class Code Title:**

Program Manager

**Section & Unit:**

Great Falls District

**Pay Band:** 6

**Work Address:**

200 Smelter Ave NE  
Great Falls MT 59403-1359

**Position Number:** 55203

**Phone:** 406-454-5880

☐ FLSA Exempt

☒ FLSA Non-Exempt

**Profile Completed By:**

DMS Panel, Dave Childers

**Work Phone:**

406-523-5841

Cheryl Winship

Human Resource Specialist

406-454-5886

Debby Williams

Human Resources Specialist

406-444-6945

Brian Cameron

CMS, LLC

406-442-4934

***Work Unit Mission Statement or Functional Description:***

The MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The District Materials Laboratories are responsible for supplying design, construction, and maintenance staff with necessary information on availability, quality, and quantity of materials used through site assessment, quality assurance, testing, and technical assistance services related to materials used in design, construction, and maintenance of the Montana's highways and bridges. District materials personnel are responsible for sampling and testing, certifying, and submitting the information to Preconstruction Bureau, Helena Materials Bureau, and the construction Bureau to provide information necessary to determine the scope of construction projects and materials needed; ensure compliance with state and federal standards and project specifications; maintain required documentation; and

provide technical assistance to contractor, construction, and maintenance crews in the design, testing, and application of construction materials.

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***Describe the Job's Overall Purpose:***

The District Materials Engineering Manager is responsible for directing and overseeing District materials operations and activities throughout all phases of highway construction projects. Duties include project planning and development; preconstruction and construction project management; District materials administration; and performing a variety of other duties as assigned. The incumbent reports to the District Engineering Services Supervisor (#55201) and provides direct supervision for 8 professional and technical staff (8.0 FTE).

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***SECTION II - Major Duties or Responsibilities***

***% of Time***

**A. DISTRICT MATERIALS PROGRAM MANAGEMENT**

**65%**

1. Plans and directs District materials operations and activities to achieve the most favorable combination of human, material, and financial resources to accomplish desired project outcomes. Develops short and long-term plans, objectives, and cost-effective strategies for District materials assessment and monitoring according to Department, state, and federal standards. This involves assessing District construction and materials needs; evaluating new or alternative methods and procedures; reviewing and interpreting changing contracts, program/project requirements, and technical specifications; and developing long-term materials monitoring and quality assurance strategies through coordination with a variety of state and federal agencies, District and Area staff and supervisors, contractors, industry representatives, and the public.
2. Establishes operational policies, procedures, and guidelines that agree with state and federal requirements while satisfying the complex materials needs of various projects. This requires assessment of changes in highway engineering trends and materials standards, new project requirements, industry practices, needs of the traveling public, new technologies, and other factors to develop new approaches to ongoing operations as well as specific projects
3. Directs the administration of materials assessment and monitoring activities within the District. This involves directing and coordinating project operations and activities within various statutory parameters and technical standards to ensure compliance with applicable requirements and consistency within contracting, application, accounting, and administration responsibilities. The position serves as the District's technical authority in materials functions and is responsible for ensuring the overall quality, efficiency, and cost-effectiveness of materials operations and activities.
4. Evaluates and approves new materials, applications, and performance as the Districts quality control/quality assurance authority to ensure that materials and construction processes comply with State and federal standards; adhere to specific terms and specifications of individual contracts; and provide safe, durable, and cost-effective materials for major construction projects. Establishes and oversees quality control procedures and standards, evaluates overall quality, and determines and justifies applicable contract incentives/disincentives based upon quality evaluations.
5. Manages and evaluates materials operations and activities during field construction and maintenance to ensure appropriate interpretation and application of standards, specifications, and procedures; evaluate and resolve in-progress problems referred by subordinate staff, consultants, contractors, manufacturers, vendors and others; and ensure that major projects are

completed within budgets and on schedule. Collaborates with Engineering Services supervisors, project managers, consultants, district administrator, district construction engineer, Construction and Materials bureaus and others to evaluate and explain unique project problems and determines alternative courses of action.

6. Manages the effectiveness and efficiency of District materials operations and activities to ensure quality and cost-effectiveness. This involves analyzing reported accomplishments in comparison with District objectives and project costs, identifying and reconciling departures from objectives and/or budgets, and developing and implementing modifications as necessary to ensure the ongoing effectiveness and efficiency of District activities. Manages workforce, time, and equipment allocations through the Department's Project Management System.
7. Evaluates and approves Materials Certifications for District projects to certify that all highway construction materials conform to state, federal, and national specifications and requirements for federal funding. This involves reviewing and verifying the integrity of testing results, assessing design plans and materials certifications, and ensuring all testing and related processes were performed according to established standards and requirements. Directs and oversees the resolution of deficiencies or other impediments to Certification and full federal funding for major construction projects.
8. Evaluates new materials testing methods, techniques, experimental products, and new technologies to determine and implement operational efficiencies, cost-saving measures, and other enhancements. Researches information and data related to new developments in materials design and testing, assesses developmental methods proposed by other staff and managers, and implements appropriate operational and resource enhancements to improve quality, efficiency, safety, and/or cost-effectiveness of District materials operations and activities. Evaluates changing trends and technologies; identifies new standards for equipment and employees; and determines how to incorporate new technologies, procedures, regulations, and other issues into District operations.
9. Evaluates current and projected workload of District materials staff and develops operational plans, position management strategies, and staff priorities to successfully accomplish assigned objectives; provide equitable distribution of work among staff; and ensure the overall quality, efficiency, and cost-effectiveness of materials program services. Collaborates with immediate District and Area managers, laboratory staff, and others to negotiate and coordinate District-wide work priorities and procedures. Monitors automated calendar systems to assess ongoing workloads, statutory timelines, and project delivery dates. Adjusts work plans, procedures, priorities, and distributions as necessary to accomplish objectives.
10. Provides expert consultation in preliminary project meetings to ensure the proper exchange of information and documentation of decisions/requirements. This involves providing materials evaluations and construction consultation, soliciting project information, and maintaining proper documentation, files, and distribution of information to FHWA, other state agencies, and interdepartmental staff. Consultation and advice include evaluations of the quality and suitability of materials, implementation of new technologies, innovative construction processes, etc.
11. Manages the ongoing administration of materials preconstruction and construction field activities to ensure compliance with standards and specifications as well as quality assurance and independent assurance measures for major highway construction projects. Duties include planning and directing materials operations and activities (e.g., site assessments, evaluation procedures, etc.); managing the siting, operation, and compliance of construction equipment and procedures; directing and overseeing District materials construction project activities; and managing the District materials motor fleet and equipment pool.

12. Assesses and resolves complex project administration problems, identifies and addresses project resource needs, and coordinates the exchange of accurate, current information among contractors, District and Department staff, fabricators, local governments, suppliers, private businesses, and others associated with construction projects. The District Materials Supervisor serves as the technical authority in the resolution of materials-related problems. This includes evaluating problems related to materials specifications, compliance with standards, quality controls, and other issues; interpreting project requirements and applicable laws and regulations; negotiating among various parties to resolve disputes; and developing solutions to problems referred by subordinate staff, consultants, and project managers.
13. Initiates and actively maintains liaisons with state and federal agencies, contractors, industry representatives, and the involved or affected public to explain, promote, and/or defend District materials policies, operations, and activities. Communicates with project contractors to explain and justify contract deductions/disincentives for quality control deficiencies; mediates contentious situations between project staff, contractors, landowners, and others affected by specific project plans; and represents the District to landowners to inform them of project plans, negotiate exploration for construction materials (e.g., gravel pits) at the site, and ensure positive relationships between the Department and the public.
14. Reviews Geotechnical, Surfacing Design, Volumetric, Ride Specification, and other test results and provides direction to other Department work units regarding materials, construction, and related issues. Often the results are the basis for major project design decisions and must defend the findings or make sure other departments understand the results and the implications of the quality of a project.

**B. DISTRICT MATERIALS OPERATIONS**

**15%**

1. Monitors compliance with established operational policies and procedures and achievement of goals through consultation and meetings with subordinate staff and supervisors (e.g., weekly meetings, status reports, etc.); personal review of resource development and funding work and project plans; and through discussions with other Department staff and management. Monitors compliance with established policies in programs and reviews and approves atypical or developmental methods and procedures.
2. Provides information for the preparation of biennial budgets. This involves forecasting annual expenditures based on factors such as historical expenses, proposed initiatives and ongoing activities, types of planned projects, inflation, changes in technologies and construction project needs, FTE and workforce allocations, and other factors. Develops recommendations for allocations for annual fiscal operational plans and recommends spending priorities by reviewing past funding practices, anticipated projects and expenditures, District materials goals and objectives, and related personnel and other administrative expenses.
3. Develops and allocates budgets among various materials projects, reviews monthly expenditures, and develops spending guidelines to ensure the most efficient use of available monies. Prepares project budget proposals and amendments for the Engineering Services Supervisor to obtain authority and resources necessary for program operations and activities.
4. Monitors District materials expenditures to ensure that money is allocated as designated and tracks funding levels through review of financial reports and approval of expenditures. Reviews and approves all requisitions, payrolls, expense claims, vendor claims, etc. to ensure budgets are not exceeded and Department resources are used in the most efficient and economical manner possible.

5. Directs and oversees contract negotiations and monitoring to ensure effective contract performance and compliance with specific terms and conditions of individual agreements. The incumbent ensures that the scope of contracts reflects appropriate intent and use of funds. Recommends final approval, denial, or modifications of materials-related contract components to ensure that agreements reflect the best interests of the Department and provide sufficient detail for effective monitoring and performance assessment.
6. Reviews change orders, extra work orders pertaining to materials issues on a project, and final project acceptance to ensure contract charges are legitimate, necessary, and properly documented. This involves assessment of original contract agreements, costs-to-date, available funding, federal requirements, monetary impact of the change, uniformity of contract administration, and other impacts.
7. Determines and fulfills supply, equipment, and vehicle procurement needs of the District materials laboratories and offices including responsibility for developing specifications, ensuring compliance with Department procurement practices, developing budget justifications and submitting requests, and integrating equipment into District practices to ensure maximization of resources. Evaluates and approves major purchases of materials laboratory supplies and equipment for the District and affiliated Area laboratories.
8. Ensures adherence to Department, state, and federal safety standards and procedures to protect project staff, materials, and the public from hazards associated with materials monitoring. This involves coordination with District supervisors, Area Laboratory Supervisors, laboratory technicians, maintenance personnel, and others to inform staff and contractors of changing safety protocols, limitations and capabilities of sampling and testing equipment, site-specific characteristics, unusual or modified procedures, and other issues that affect the safety of project staff and the traveling public.
9. Develops and administers consultant contracts for all phases of preconstruction materials investigations for future construction projects as necessary to keep projects on schedule. Monitors consultant activities, checks consultant work for compliance with Department and Federal policies and guidelines and approves consultant payments.

**C. STAFF MANAGEMENT**

**15%**

1. Directly and indirectly manages professional technical staff (8.0 total FTE) of the within the District and Area materials programs by reviewing and revising overall work plans, priorities, and procedures and monitoring progress through meetings and consultations. Conducts staff meetings, disseminates data, and promotes information exchange for support and advancement of Bureau, Division, and Department goals.
2. Establishes and approves overall responsibilities and allocation of positions within District Materials programs. Recommends and justifies requests for additional personnel as necessary.
3. Oversees the development and delivery of annual training policies and programs for district materials staff and district construction staff for the Western Alliance for Quality Transportation Construction (WAQTC) program to ensure staff competencies and the application of best practices, safety standards, and quality assurance measures. This involves directing and/or delivering on-site technical assistance, formal training programs, and new employee orientation. Training programs delivered by Department or contract staff include information on proper sampling and testing methods and techniques, safe operation and maintenance of equipment, basic inspections, fabrication, soil identification, and other areas related to preconstruction, construction, and laboratory activities. Ensures that construction and materials personnel are

qualified to test aggregate, embankment, concrete and plant mix; reports and removes unqualified inspectors as necessary from testing assignments.

4. Identifies staffing needs, recruits and hires employees, and allocates human resources to adequately support the ongoing District Materials operations and activities. This involves ensuring compliance with State and federal employment and civil rights laws throughout the hiring process, assigning personnel screening and selection committees, reviewing results and making recommendations for hiring, and ensuring proper training and orientation of new employees.
5. Evaluates the performance of positions directly supervised and completes performance evaluations. Recommends, implements, and monitors corrective actions including discipline and termination. Enforces disciplinary policies to ensure consistency in the application of disciplinary actions.
6. Ensures that subordinate staff complies with State and Department personnel rules, regulations, and policies. Resolves grievances at the lowest level whenever possible.

**D. OTHER DUTIES**

**05%**

This position performs a variety of other duties as assigned by the District Engineering Services Supervisor in support of the Department mission and Division objectives. This includes exchanging information with consultants, agency staff, and the public; providing training, education, and professional and technical assistance; directing special projects; participating in ongoing training and educational programs; and performing a variety of other duties as directed.

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**2. *Specific examples of problems solved, decisions made, or procedures followed when performing the most frequent duties of this position include:***

The incumbent is responsible for establishing work procedures and defining priorities for materials-related operations and activities; developing, recommending, and monitoring District materials budgets; and negotiating and managing contracted services. The position regularly interprets sampling and testing results, standards, and complex site-specific characteristics (e.g., soils, slopes, archaeological/historical sites, sensitive environmental areas, etc.) to determine and/or adapt materials needs and provides information to contractors, project managers, and other technical professionals on soils, aggregate, mix design, and other information. The position is also responsible for administering ongoing District materials operations and staff, including training, safety standards, drug testing, and organizational roles and responsibilities. The position serves as the District's primary technical authority in developing and administering materials-related functions, including sampling, testing, applications, and other issues. Actions and decisions directly result in the viability of final Materials Certifications, which ensures federal funding for major construction and maintenance projects.

**3. *The most complicated aspect of this position is:***

The most complex aspect of the position involves analysis and evaluation of project plans, materials specifications, engineering standards, contract stipulations, District objectives, available resources, and other factors to effectively plan and administer major projects. As the District's technical authority in materials engineering, the position is expected to evaluate and recommend solutions to complex and sometimes unprecedented problems.

**4. Guidelines, manuals, or written procedures that support this position include:**

Work methods, procedures, and priorities of project activities are determined by the incumbent in accordance with State and federal industry standards ; contract specifications; and Department and District objectives. General guidelines for the exercise of duties are set forth by state statutes, rules, and regulations (ARM, MOM, etc.); District policies and objectives; Montana Materials Manual; Montana Construction Manual; Standard Specifications for Road and Bridge Construction; AASHTO: ASTM; union contracts; and project plans. The incumbent serves as the District's primary technical authority in the administration of materials functions with minimal assistance. The incumbent is expected to make independent judgments and decisions necessary to accomplish project timelines, objectives, and quality standards. As the District's primary authority on materials, technical decisions and judgments related to materials functions are assumed to be correct.

**5. Which of the duties and/or specific tasks listed under 1. (above) are considered "essential functions" that must be performed by this position (with or without accommodations)? (If you need information or training on the identification of essential functions, please contact MDT Human Resources Division.)**

The following duties are considered essential functions because they require specialized expertise and skill and are the primary reasons the job exists:

Duty A: District Materials Program Management

Duty B: District Materials Operations

Duty C: Staff Management

The following mental and physical demands are associated with these essential functions:

**PHYSICAL**

- Lifting objects weighing up to 50 lbs.
- Ability to walk over uneven terrain or in water
- Extensive travel within the state to project locations (over 1000 miles per month), and out of state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

**MENTAL**

- Deal with the public on a regular basis
- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Instructing

6. Does this position supervise others? ☒ Yes ☐ No

Number directly supervised: 8.0

Complexity level of the positions supervised: 5,4,4,4,3,3,5,2

Position Number(s) of those supervised:

55050 Materials Laboratory Specialist

55049 Materials Laboratory Tech

55028 Materials Laboratory Tech

55016 Materials Laboratory Tech

55033 Materials Laboratory Aide

55026 Materials Laboratory Aide

56201 Materials Laboratory Specialist

55004 Materials Laboratory Aide

7. This position is responsible for:

☒ Hiring

☐ Firing

☒ Supervision

☐ Pay Level

☒ Performance Management

☐ Promotions

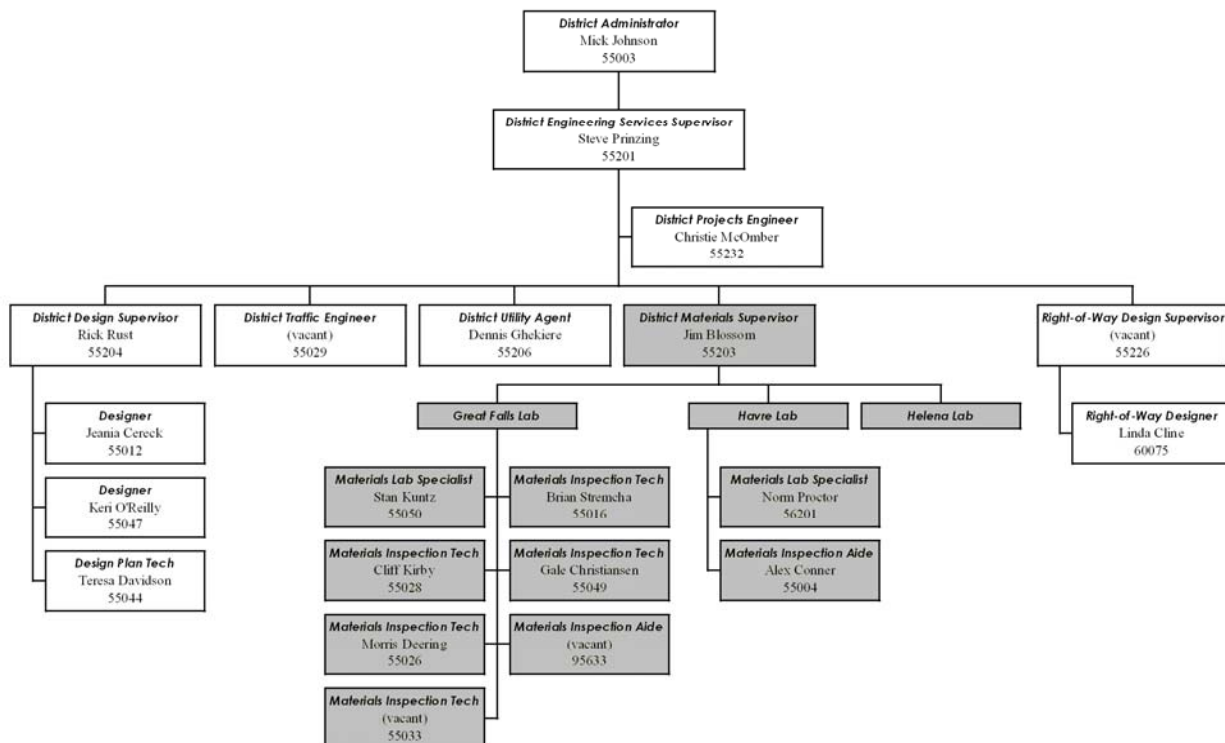
☒ Discipline

☐ Other:

8. Attach an Organizational Chart.



GREAT FALLS DISTRICT  
Engineering Services





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***SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.***

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***Critical knowledge and skills required for this position:*****KNOWLEDGE:**

This position requires extensive knowledge of the principles and practices of materials inspection, sampling, testing, and analysis; physical sciences; properties and characteristics of a variety of materials; major project development, management, and budgeting methods; new and established sampling and laboratory testing protocols and procedures; state, federal, AASHTO, FHWA, and ASTM testing standards, procedures, and project specifications; methods and techniques of highway construction; extensive knowledge of various site-specific characteristics and their potential effects on construction projects (e.g., soils, temperature, weather conditions, gradations, segregation, stability, flows, additives, absorption rates, etc.); operations of various hot plants (e.g., drum dryers, batch plants, etc.); safety practices and procedures to ensure contractor operations comply with OSHA regulations and ensure safe working conditions for the contractor and department personnel; and contract law and claims management. Supervisory responsibilities require knowledge of Department and State personnel procedures and policies, employment law, rules and regulations, program requirements, and personnel management practices and techniques.

**SKILLS:**

This position requires skill in directing, organizing, and coordinating multiple staff and projects, complex sampling and testing procedures, and a variety of equipment; adapting sampling and testing methods and techniques to meet various site-specific circumstances; directing the operation of a variety of sampling and testing equipment (e.g., ignition oven, laser profiler, gyratory compactor, coring machines, auger trucks, Gilson shakers, nuclear gauges); and operations of hot plant equipment and monitoring devices (e.g., gauges, hydrated line feed, bin splits, specific gravity, segregation, volumetrics, etc.). Effective written and verbal communication skills are also required in communicating technical information and project plans with landowners, contractors, and department staff; developing technical procedure manuals; and directing and coordinating a variety of technical and professional training programs. This position further requires skill in the use of standard office software applications (i.e., word processing, spreadsheet, scheduling, etc.) in the performance of laboratory management, supervisory, and training duties.

***Behaviors required to perform these duties?***

- **Leadership:** Provides clear directions, technical assistance, and guidance to District and Area staff to ensure effective operations and project activities. Motivates staff to achieve common objectives. Appropriately delegates responsibilities to competent staff.
- **Analytical/Interpretive Thinking:** Accurately applies general engineering standards and project requirements to specific materials issues.
- **Decision Making:** Evaluates multiple and ambiguous factors to resolve problems. Develops technically and legally defensible courses of action in response to materials deficiencies.
- **Communication:** Translates technical information to audiences of varied technical levels; communicates effectively with multiple staff, contractors, and cooperators verbally and in writing.

- **Independence of Action:** Determines appropriate responses to materials engineering and problems and deficiencies with minimal assistance or precedent.

**Education:**

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No education required                | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent    | <input checked="" type="checkbox"/> Related Bachelor's Degree            |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree                         |

**Please specify the acceptable and related fields of study:**

**Required/Acceptable:** Civil Engineering

**Related:** Physical sciences associated with materials engineering.

**Other education, training, certification, or licensing required (specify):** NONE SPECIFIED

**Experience:**

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- |   |  |
|---|--|
| <input type="checkbox"/> No prior experience required | <input checked="" type="checkbox"/> 3 to 4 years |
| <input type="checkbox"/> 1 to 2 years                 | <input type="checkbox"/> 5 or more years         |

**Other specific experience (optional):** At least one (1) year of supervisory or project management experience is required. Experience in highway construction and/or materials is preferred.

**Alternative Qualifications:**

This agency will accept alternative methods of obtaining necessary qualifications.

☒ Yes ☐ No

**Alternative qualifications include:** Directly relevant experience may substitute for educational requirements on a year-for-year basis.

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***SECTION IV – Other Important Job Information***

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**NONE SPECIFIED**

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**SECTION V – Signatures**

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Signature indicates this statement is accurate and complete.

**Employee:**

Name: James O. Blossom Title: Materials Lab Specialist

Signature: \_\_\_\_\_ Date: 8/6/2004

**Immediate Supervisor:**

Name: Steve Prinzing Title: District Engineering Services Supervisor

Signature: \_\_\_\_\_ Date: 8/6/2004

**Division/District Administrator:**

Name: Michael P. Johnson Title: District Administrator

Signature: \_\_\_\_\_ Date: 8/6/2004

**Department Designee:**

Name: Jean Bond Title: Chief, Employee Relations Bureau

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Recruitment Review:** My signature below attests to my review of and determination that the minimum qualifications (education and experience) listed in this profile meet the established recruitment standards of MDT.

Name: \_\_\_\_\_ Title: Human Resource Specialist (Helena/District)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**STATE OF MONTANA  
MONTANA DEPARTMENT OF TRANSPORTATION  
JOB EVALUATION**

**This section is to be completed by a trained classifier in or contracted by the Human Resource Division or by the State Personnel Division.**

Prepared By: Communication & Mgmt. Services      Date: 12/8/04 \_\_\_\_\_

Position Status: ☒ Reclassified      ☐ Vacant      ☐ New Position      ☐ Career Ladder

**Choice of Class Series:** A new class should be added for a Highway Maintenance Program Manager, however at this time SPD is not adding any new class titles or job codes, so absent a more descriptive title, the Program Manager is the most appropriate class for this position. Engineering Manager is more specific to positions that perform or manage engineering analysis activities and projects. Therefore using the Program Manager title along with a customized market rate to reflect emphasis on program development and management, project management, and materials program management in a highway construction and engineering environment would be most appropriate for the position.  
111916, Program Manager

***Position Summary:***

The District Materials Engineering Manager is responsible for directing and overseeing District materials operations and activities throughout all phases of highway construction projects. Duties include project planning and development; preconstruction and construction project management; District materials administration; and performing a variety of other duties as assigned. The incumbent reports to the District Engineering Services Supervisor (#51201) and provides direct supervision for 8 professional and technical staff (8.0 FTE).

**Classification Factor Level: 6**

**The predominant work of this position consists of:** District materials program management (65%) which includes planning and directing District materials operations and activities for highway construction projects within a specific region of the state. This involves establishing operational policies, procedures and guidelines, developing short and long-term plans, objectives and strategies, assessing District construction and materials needs, reviewing and interpreting changing contracts, technical specifications and project requirements, directing materials monitoring work, coordinating project operations, evaluating and approving new materials, applications and performance as the Districts quality control/quality assurance authority, managing materials activities during field construction and maintenance, evaluating and resolving in-progress problems referred by others, ensuring major projects are completed within budgets and on schedule, managing project and program effectiveness, approving certification for construction materials, implementing new procedures and approaches, managing the on-going administration of materials preconstruction and construction field activities, resolving complex problems related to materials issues, maintaining liaison with state and federal agencies, contractors, industry reps and others, and providing direction to other work units regarding a variety of test results related to major project design decisions.

**Factor level Comparison:**

This work involves application of the principles and practices of physical sciences, highway construction, program management and engineering design to diverse assignments. In managing and overseeing all materials activities associated with a regional District office. Conflict situations, ambiguous concepts or divergent views are typical (e.g. effectively managing, planning and

administering major projects requires analysis and evaluation of project plans, materials specifications, engineering standards, contract stipulations, District objectives, available resources and other factors that require the incumbent to advise others on the quality and suitability of materials, implementation of new technologies and innovative construction processes). The work requires resolution of complex problems associated with materials management including changing contract, project and program requirements, evaluation of new and/or alternative methods and procedures, technical specifications, etc. while ensuring best practices, the needs of the traveling public, contractor requirements and concerns, and safety standards are met. Materials plans and designs must be oriented to complex or uncommon sites, circumstances or natural resource features, and are based upon extensive information and numerous variables and include determining the relative importance, and value of data or variables (e.g. integrity of materials testing results, operational efficiencies, cost-saving measures, project and resource enhancements, new standards for equipment, site features and conditions, District-wide work priorities, statutory timelines, project delivery dates, quality and suitability of materials, innovative construction processes, siting assessments and related concerns, compliance of construction equipment and numerous variables associated with negotiating among contractors, landowners and project staff). Work requires demonstrated skill and professional knowledge of a breadth of issues and topics associated with District materials program management, project design and highway construction applicable to complex and diverse assignments. Level 6 is appropriate.

Level 7 is inappropriate because the professional work is not conceptual, nor theoretical in nature. The managerial component of the work does not meet the full intent of level 7 including highly specialized and diverse management activities and subordinate work units; resolution of a broad range of management activities that require frequent organizational and operational changes; and significant policy decisions. The majority of the work is best characterized as advanced professional and managerial, and involves complex variables and issues, problem resolution, development of new methods and techniques, and management of operations related to materials management at the District level. Level 6 is more appropriate.

**Benchmark Comparisons:**

Similar to the benchmark, Engineering Project Manager, cc:182016, grade 16, factor level 6. Both positions involve advanced technical, professional and management work in administering, planning and coordinating specific aspects of highway construction projects (in the benchmark within the Billings District, and in the subject position within a specific district, e.g. Missoula, of the state for MDT). Both positions oversee, manage and coordinate all aspects of their projects and responsibility areas, monitor and ensure technical adequacy of elements critical to highway construction within a specific District, supervise the work of subordinate positions, and oversee documentation, contracts, and quality controls associated with the work. Neither of these positions are level 7 due to the lack of significant engineering analysis and resolution of complex engineering problems associated with the predominant work. Level 6 is most appropriate for these positions.

***Classification Analyst:***

Name: Kristin Jacobson \_\_\_\_\_ Title: Consultant, CMS, LLC \_\_\_\_\_

Signature: \_\_\_\_\_ Date: 12/9/04 \_\_\_\_\_

***Agency Approval:***

Name: Jean Bond \_\_\_\_\_ Title: Chief, Employee Relations Bureau \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_